Hofstra University Key Request

DO NOT WRITE IN SHADED AREAS, FOR PLANT DEPARTMENT USE ONLY

(Please Print Clearly)

Department	Tel. Ext.	First Name	Initial	Last Name
700 #				

BUILDING	ROOM #	Amount of Keys (Duty Keys)	KEY #	Code

1. Do not write in shaded areas. Forms improperly executed will be returned. No keys will be issued without a properly authorized key request form.
2. No more than one copy of any key will be issued to the same person. There are no exceptions.
3. Keys will be held for pick up for ten(10) business days after notification of their availability. New request forms will be required if you fail to pick up your keys during this period.
4. You must sign for your own keys. There are no exceptions.
5. Authorization
   a. Departmental masters require the authorization of the respective dean or department head.
   b. Individual room keys must be approved by the department head or chairperson responsible for that location.
6. Lost or stolen keys must be reported to Public Safety immediately. No replacements will be issued without a proper authorization from Public Safety.
7. Duty authorized key request forms must be submitted to the Physical Plant Department Office. You will be notified by telephone when your keys can be picked up.
8. There are no fees or deposits required for the issuance of keys. However, you are expected to act responsibly regarding their use. If is a violation of University regulations to duplicate a University key through any other source other than the Hofstra Lock Shop. Fines and/or disciplinary action will be imposed for the loss or unauthorized duplication of any University key.
9. KEYS SHOULD NOT BE LEFT UNATTENDED AT ANY TIME

Are these replacements for lost or stolen Keys?	Yes	No	If Yes, Enter Public Safety Report #:	
AUTHORIZED SIGNATURE	DATE		VERIFICATION	Notification